

Lump Sum Project Guidelines

These guidelines are issued in accordance with **Directive 625-010-030, Lump Sum Project Guidelines**. These Guidelines are distributed in electronic format on the Roadway Design Office Internet and Infonet Web Sites:

Internet: **<http://www.dot.state.fl.us/rddesign/>**

Infonet: **<http://designweb.dot.state.fl.us/rdwy/main/index.htm>**

Revisions and updates will be made as needed with the approval of the State Roadway Design Engineer. All revisions will be distributed in electronic format on the above web sites. Those involved in Lump Sum projects should check the above web sites on a regular basis for the most current version.

1.0 General

1. The purpose of Lump Sum projects is to reduce the costs of design and contract administration associated with quantity calculation, verification and measurement. This contracting technique requires the Contractor to submit a lump sum price to complete a project as opposed to bidding on individual pay items with quantities provided. The Contractor will be provided a set of bid documents (plans, specifications, etc.) and will develop a Lump Sum bid for all work specified in the contract drawings.
2. The decision to use the Lump Sum Contracting Technique on a project should be made by the District Design Engineer in consultation with the District Construction Engineer. Lump Sum Projects should be identified during the scope development process, rather than during or after the design process. Conversion of partially complete plans and completed "plans on the shelf" that were originally developed as conventional bid item type projects to the Lump Sum Technique may require significant rework and is generally not recommended.
3. The contingency pay item is required on a Lump Sum project. This tool is used to compensate the Contractor for any additional work requested, which is not covered in the plans. District Construction should be consulted for the contingency amount.
4. A 60-day advertisement is required to allow Contractors enough time to develop quantities.
5. The decision to have a pre-bid conference will be determined through consultation with District Construction.

2.0 Project Selection

Lump Sum contracting should be used on simple projects. “Simple” is defined by the work activity, not by the project cost. “Simple” projects are:

- Projects with a well-defined scope for all parties (Design and Construction)
- Projects with low risk of unforeseen conditions (i.e., projects that do not involve such things as significant underground utilities, earthwork variations, underground drainage pipes, bricks under pavement in urban areas, etc.)
- Projects with low possibility for change during all phases of work – Design and Construction (i.e., limited possibilities for added driveways, median modifications due to developments, changes due to political involvement, etc.)

Examples of projects that may be good Lump Sum contracting candidates:

- Bridge painting
- Bridge projects
- Fencing
- Guardrail
- Intersection improvements (with known utilities)
- Landscaping
- Lighting
- Mill/Resurface (without complex overbuild requirements)
- Minor road widening
- Sidewalks
- Signing
- Signalization

Examples of projects that may not be good Lump Sum contracting candidates:

- Urban construction/reconstruction
- Rehabilitation of movable bridges
- Projects with subsoil earthwork
- Concrete pavement rehabilitation projects
- Major bridge rehabilitation/repair projects where there are many unknown quantities.

3.0 Design

1. Plan content should conform to the requirements of the Plans Preparation Manual subject to the guidance provided herein. Designers should detail plans, either by detailed drawings or plan notes, to clearly describe the work to be

performed by the contractor. Following are some of the desired elements in a set of Lump Sum plans:

- Typical Sections.
 - Milling details and Resurfacing details to show any cross slope corrections.
 - Summary Boxes to define work when work is not shown on the plan sheets. (i.e., Summary of Side Drain and Mitered Ends, Summary of Guardrail/Removal, Summary of Mailbox replacement, etc.) The standard summary boxes contained in the FDOT CADD Cell Library should be used. Note -- Summary boxes should not have totals shown at the bottom of each box. Summary Boxes are not required when plan details sufficiently describe the work.
 - Plan sheets to accurately depict existing conditions and detail all work to be performed by contractor. (i.e., show all limits of milling and resurfacing, pipe installations, limits of sod when different from typical section, all concrete work, guardrail removal/installation, etc.)
 - Details of work not covered by typical section or Standard Index (i.e., curb and gutter installation, traffic separator limits, special curb ramps, modifications to storm inlets, etc.)
 - Cross-sections when shoulder point is moved. When cross sections are provided, earthwork columns and earthwork summaries and totals should be omitted or left blank.
 - Anticipated pile tip/drilled shaft elevations on bridge projects. Note: This is the predicted elevation to achieve axial capacity and satisfy all other design requirements and is usually deeper than the minimum tip elevation shown for piles.
2. No computation book is prepared.
 3. Signing, pavement marking, lighting and signalization plan sheets shall continue to contain pay item numbers to be used for reference purposes only. Conduit lengths on conduit pay items should not be shown. A note should be placed on each sheet that states, "Pay item numbers are provided only for the purpose of describing the work to be performed. Pay item descriptions are found in the Department's Basis of Estimates Handbook and the Project Specifications package." Signing, Pavement Marking, and Signalization plans should NOT have any Tabulation of Quantities sheets included in the contract plans.

4.0 Preliminary Estimate

1. If there is only one project in the contract, the designer will code in the pay item for Lump Sum (Alternative Bidding) (Metric 2999-2/English 999-2/DCP 999-2) and the Initial Contingency Amount (Do Not Bid) Pay item (Metric 2999-25/English 999-25/DCP 999-25). If there is more than one project in a single contract (strung projects), the designer will code both pay items on each project.
2. The designer shall provide data to the District CES Coordinator to be used in the estimate process. The data necessary for preparing the preliminary estimate may differ with project type and complexity. Preliminary estimates for Lump Sum

projects may be determined in a number of ways: data from the designer, historic data, long-range estimate (LRE), and by reviewing data from similar, current projects. The intent of Lump Sum Contracting is not to shift the responsibilities or work involved in estimating quantities from the designer to the District CES Coordinator. The cooperative effort of the designer in providing data in an electronic spreadsheet or other means acceptable to the District CES Coordinator will be helpful in improving the Lump Sum Preliminary Estimate Process. Contact the appropriate District for specific requirements.

5.0 Specifications

1. The Design Project Manager will provide an "Items of Work" checklist to the District Specifications Office. The Specifications Office will include the work items identified on the checklist in the "Intent and Scope" in the Specifications Package. The checklist shall include, as a minimum, the major work items shown in the sample included with these guidelines.
2. Lump Sum Projects require Special Provisions that modify the first nine articles of the Standard Specifications. These Special Provisions are in the Specifications Workbook (effective January, 2001) and must be included as part of the Specifications package. Note: Mandatory Specification Revisions addressing provisions for pay adjustments for certain items on Lump Sum contracts were implemented effective with the February 2001 Letting.
3. Article 9-2 of the Special Provisions for Lump Sum Projects shall be completed with predetermined unit prices for asphalt materials, concrete, and base when applicable. These unit prices will serve as a basis for calculating pay reductions for deficiencies accepted by the Engineer. In the case of asphalt overbuild, the predetermined unit price for the material used for overbuild will serve as a basis for pay adjustments for spread rates that differ from the spread rate shown in the plans. All predetermined unit prices should be based on an analysis of similar type projects let in the District and/or the District wide average of projects let within the six months prior to the letting date of the project.
4. For projects including bridges, Article 9-2 of the Special Provisions for Lump Sum Projects shall be completed with predetermined unit prices for piling and/or drilled shafts as applicable. These unit prices will serve as a basis for pay adjustments for the actual quantities installed as additions or deletions from the individual element lengths shown in the plans. All predetermined unit prices should be based on an analysis of similar type projects let in the District and/or the District wide average of projects let within the six months prior to the letting date of the project.

6.0 Contracts Administration

Contracts Administration shall include the information provided in the Specifications Package "Intent and Scope" in the job advertisement. This information can be used by

the contractors/subcontractors to determine what type of work is contained in the project, in lieu of a list of pay items.

7.0 Construction Contract Administration

1. Monthly payments will be made based on a payout schedule mutually agreed upon by the Department and the Contractor. The payout schedule will include only major tasks similar to what has been used on design-build projects.
2. Construction inspection personnel should not be required to document quantities except for asphalt spread rates and other items subject to pay adjustments (items with predetermined unit prices). Measurement and completion of "Final" quantity for summary boxes on plan sheets is not required. Focus should be on inspection and achieving a quality final product. For example, the project engineer will not be concerned with how many square yards of sod it takes or the number of miles of final striping. The project engineer will be charged with ensuring that the sod, striping, embankment, pipe, etc., meets the lines and grades of the plans and specifications.

8.0 Materials Sampling and Testing

The Construction Quality Reporting (CQR) System relies on the pay items identified in the CES to generate a Job Guide Schedule based on the Sampling, Testing and Reporting Guide (STRG). On Lump Sum projects, since there is no detailed pay item list to identify the various types of work, the CQR system will output a generic Job Guide Schedule that will address the 5 material areas common to most projects. These include Earthwork and Related Operations, Base Courses, Hot Bituminous Mixtures, Portland Cement Concrete, and Reinforcing Steel. Some of these materials will not actually be used depending on the project scope. Inspection personnel should use the Job Guide Schedule entries applicable to their project and input sample data and field test results into the (CQR) system in accordance with standard procedures. Materials not included on the Job Guide Schedule will be accepted in accordance with Section 6 of the Contract Specifications and/or other pertinent contract documents.

DATE:**TO:** _____, District Specifications**FROM:** _____, Project Manager**COPIES TO:**

SAMPLE

SUBJECT: ITEMS OF WORK

Financial Project ID: _____ (GOES WITH _____)

County Section: _____

Description: _____

The plans package for the above referenced project has the following items of work to be performed:

_____ Milling & Resurfacing	_____ Highway Signing
_____ Base Work	_____ Guardrail
_____ Rework Shoulders	_____ Landscaping
_____ Drainage Improvements	_____ Box Culverts
_____ Curb & Gutters	_____ Bridges
_____ Traffic Signals	_____ MSE Walls
_____ Lighting	_____ Sidewalks/Bicycle Path
_____ Other(Please Specify)_____	

Please include these items of work in the *Intent and Scope* so they may be added to the advertisement description.